



## City Light Review Panel Meeting Meeting Minutes

**Date of Meeting: April 28, 2011**

MEETING ATTENDANCE					
<b>Panel Members:</b>					
Name		Name		Name	
David Allen	✓	Matt Lyons	x	Debbie Tarry	✓
Sylvester Cann IV	✓	Stan Price	✓	Eugene Wasserman	✓
Tom Lienesch	✓	Julie Ryan	✓	Sue Yuzer	✓
<b>Staff and Others:</b>					
Phil Leiber	✓	Tony Kilduff	✓	DaVonna Johnson	x
Maura Brueger	✓	Calvin Chow	✓	Jim Baggs	✓
Kim Kinney	✓	Michael Jerrett	x	Steve Kern	✓
Suzanne Hartman	✓	Karen Reed	✓	Cameron Keyes	x
Jorge Carrasco	x	Phil West	✓	Paula Laschober	✓

### **Call To Order**

The meeting was called to order at 1:00 p.m.

### **Welcome & Introductions**

Karen Reed welcomed everyone to the meeting and began with a review and approval of the agenda. The agenda was approved.

### **Approval of Minutes**

Karen Reed asked the Panel to take a few minutes to review the April 14, 2011 draft meeting minutes. Eugene Wasserman made a motion to approve the minutes and this was seconded by David Allen. The motion carried unanimously and the minutes were approved.

### **Presentations / Information**

During the Chair's Report, the group discussed the strategic planning period of 2011 – 2016. This plan will probably not be approved until 2012 so the group recommended that the planning period be extended to be a full six years.

Karen Reed reminded the meeting participants that the next Review Panel Meeting will be with Mayor Mike McGinn on Monday, May 2<sup>nd</sup> at noon. The meeting is intended to be primarily a dialogue between the Mayor and the Review Panel. It is meant to be an informal session highlighting the priorities that we've identified. The Mayor will be interested in effectively incorporating the public input into our strategic planning process.



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Karen asked if there were any new letters to report as being received by the City Light Review Panel mailbox. Kim Kinney responded that no new letters have been received since the last meeting.

The next item on the agenda was the Board Chair Elections. Karen Reed noted that the current Co-Chairs, Stan Price and Eugene Wasserman, were willing to serve for another year. The group discussed if anyone else was interested in serving in this capacity. There were no other nominations and Karen asked the meeting participants for a motion to be put forth. Sue Yuzer moved to re-elect Stan Price and Eugene Wasserman as Co-Chairs for the Review Panel. Tom Lienesch seconded the motion to nominate the same Co-Chairs for another year. All were in favor and the motion carried unanimously.

Suzanne Hartman passed out handouts for the upcoming public outreach meetings, including the proposed agenda, participant survey, discussion guide, and the table facilitator guide. Suzanne explained that the first part of the presentation would be a 7 minute video which would set the scene and give a history of City Light. That would be followed by a Powerpoint presentation given by Jorge Carrasco and Phil Leiber. She commented that City Light staff would be at the forums and would serve as table facilitators for the group discussions. She also noted there would be 4' x 6' boards up in the room showing our four priority areas. Karen thanked those people who assisted in getting the word out for the forums. For the May 23<sup>rd</sup> forum, she asked meeting participants to note a change to the start time. On that date, the time would be 1:30pm – 3:30pm. Next, the group watched a preview of the video that will be played at each forum.

Review Panel members then selected individual members to host each of the outreach forums.

Phil Leiber spoke on the financial baseline report and noted that it earlier showed the debt service cost incorrectly and he was revising that piece. He said he would also look back at information and revise the time period to the new 2012 – 2018 timeframe. He will send out the revised baseline report when it is ready.

The review of the Initiatives took place next, Phil Leiber, Phil West, and Jim Baggs spoke on their group's proposed initiatives. The discussion began with Phil West addressing some of the proposed initiatives from his Customer Service and Energy Delivery business unit. Phil Leiber spoke to initiatives in the Financial Services business unit and Jim Baggs spoke to the Compliance unit initiative.

There was brief discussion as each initiative was discussed with the Panel members. The comments and significant issues raised were:

- the need to clearly explain the scope and body of work involved
- questions as to whether the initiative was already funded in the baseline? Why or why not?



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- what were the savings benefits of the initiative? What are the positives associated?
- denote the tangible benefit and explain how it offsets the cost – what are the trade-offs?
- is there a quantifiable way (a metric) in seeing how the reliability of the network is increased with the initiative?
- what is the rate impact for this type of initiative?
- show in the initiatives document a clarification of the current level of service, or the maintenance or degradation of service (this would help crystallize what the situation is and where the gaps are)
- explain the strategic thinking behind how the initiative might be the best pathway to solve particular problems
- articulate the goals behind the initiative – what makes it more compelling?
- insight on decision making on what should have higher priority and why

Since the Panel members were being asked for a lot of their time with attending upcoming outreach forums, Karen asked whether they would like to meet once or twice in the month of June. The consensus was to only meet once in June and the group decided that June 14<sup>th</sup> at 10:00 a.m. would work best.

### **Issues/Action Items**

Phil Leiber will make available a copy of the revised baseline to the Panel members.

### **Adjournment**

There being no further business, the meeting was adjourned at 3:30 p.m.